PLACEMENT RECIPROCITY STUDENT REQUEST FORM

The purpose of this form is to request equivalent placement into pre-college and college-level courses based on your placement at another Washington Community or Technical College. The following conditions must be met for the placement to be considered.

CONDITIONS OF REVIEW

1. The placement recommendation must have been made within the last 12 months.

2. If credit was granted for a course, then placement will be based on that course only if an official* transcript is provided.

3. The student must provide an official* test score report from the sending institution which provides specific placement recommendation. If a recommendation is not provided, South will place the student by South’s placement guidelines. Alternatively, the student may sit for the South Seattle College COMPASS placement test.

4. The student must provide an official* course outline (not course syllabus) from the sending institution if the recommended course is below the 100 level. A course outline may not be required if the recommended course is above the 100 level. Contact the initiating institution with questions.

5. IEP courses do not qualify for placement reciprocity.

*"Official" means the sending institution’s seal is stamped on the document. The document includes the institution’s contact name and phone number. It is placed in a transcript appropriate envelope, sealed by the institution and only opened by the receiving institution. A course outline is not a course syllabus.

STUDENT REQUEST (Please check all that apply)

☐ South English Placement ____________________  ☐ South Math Placement____________________

STUDENT RESPONSIBILITY (Complete this section)

Return the completed packet to the Registration Office in RSB043. The completed packet will include as applicable:

1. Official transcript
2. Official test scores
3. Official course outline (A course outline may not be required in all cases. See an Advisor, Counselor or Credentials Evaluator for more information.)
4. SSC Placement Reciprocity Student Request Form (mandatory for all requests)

Allow a minimum of 5 business days for processing. This packet must be assessed before registering for classes. You will be notified of your placement by email and next steps for enrollment. Alternatively, you may sit for the South Seattle College COMPASS placement test. See our test calendar at (www.southseattle.edu/sas/placement/htm).

__________________________________________  __________________________
Student Full Name (Printed)  Student Identification Number

__________________________________________  __________________________
Student Email Address  Day Contact Phone Number

__________________________________________  __________________________
Student Signature  Date

FOR OFFICE USE ONLY (Staff Initials and Dates)

1. ____________________________  2. ____________________________  3. ____________________________  4. ____________________________
Registration Personnel/Date  Arne Reed/Date  Sandra Bolt/Date  Diane Strick/Date

Registration Forms – Revised 8/12/2016- G:\Registration/Placement Reciprocity/Placement_Reciprocity_StudentForm
South Seattle College does not discriminate on the basis of race, color, creed, national origin, sex, disability, age, honorably discharged veteran or military status, or sexual orientation.